

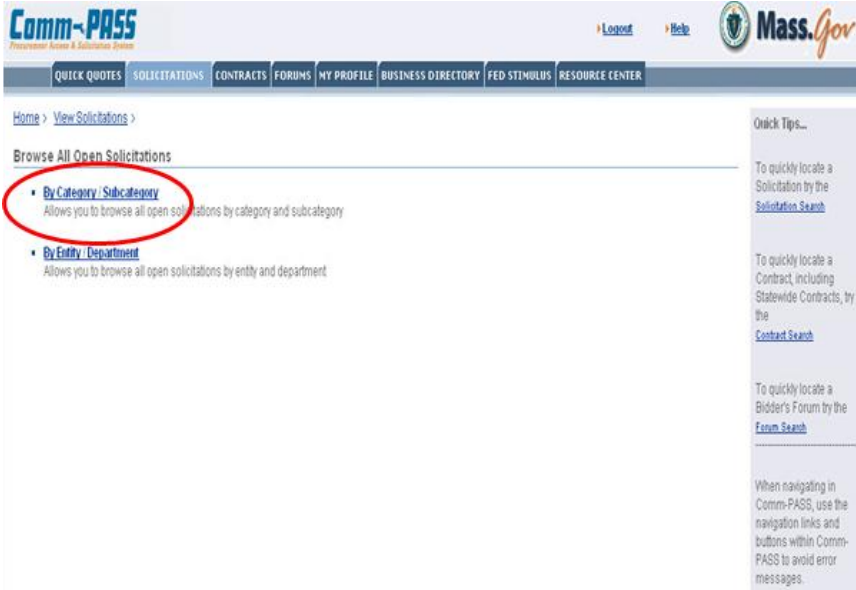
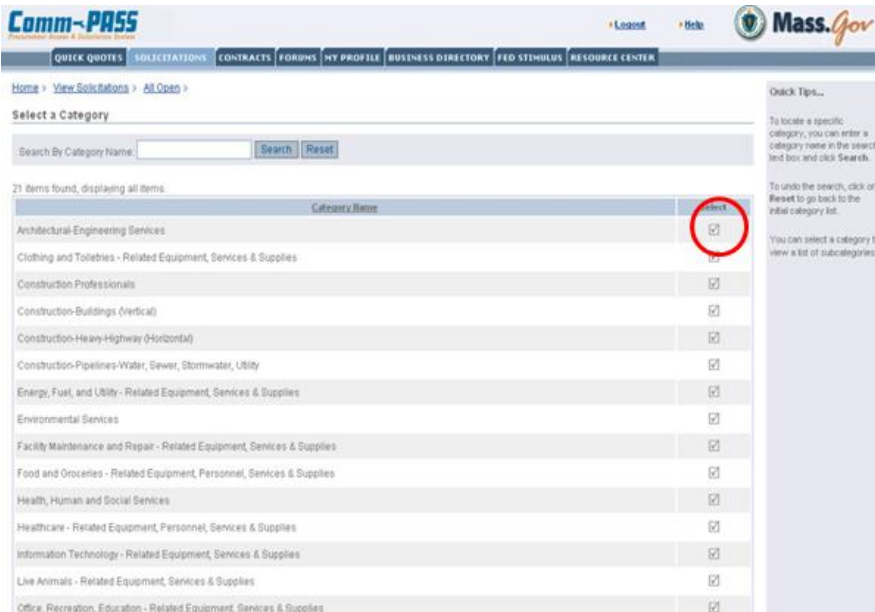


Job Aid: How to Search for an Open Solicitation by Category

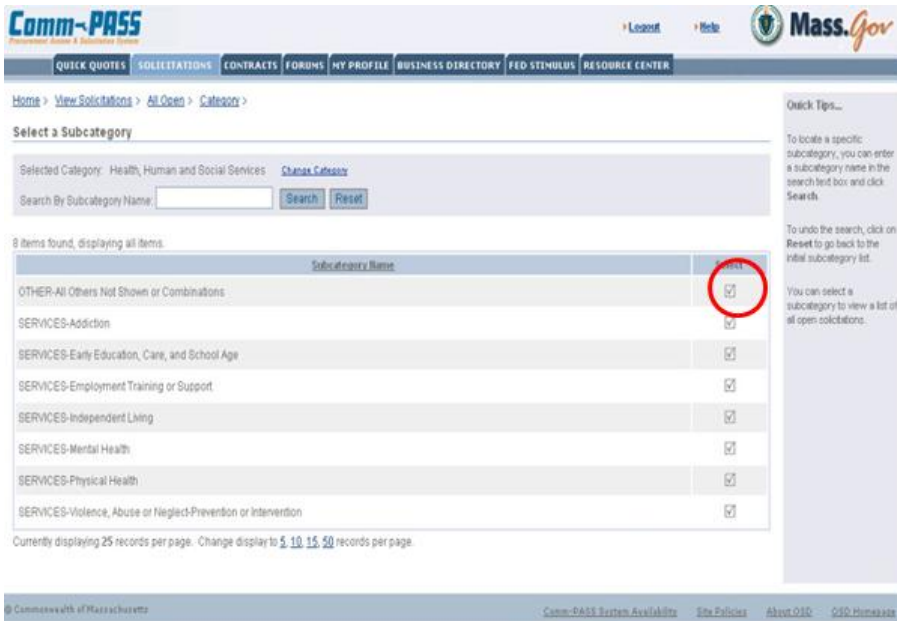
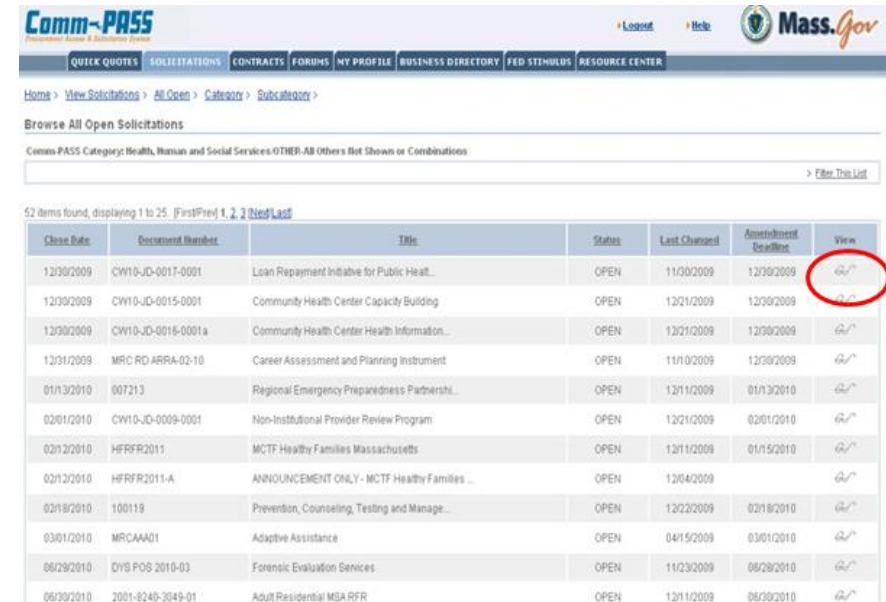
Please Note: You do not have to be logged in to perform this task. You do have to be logged in to Track an Open Solicitation on your Comm-PASS desktop.

Step	Screenshot	Directions
1		Select the Solicitations tab.
2		Select the Browse All Open Solicitations link.

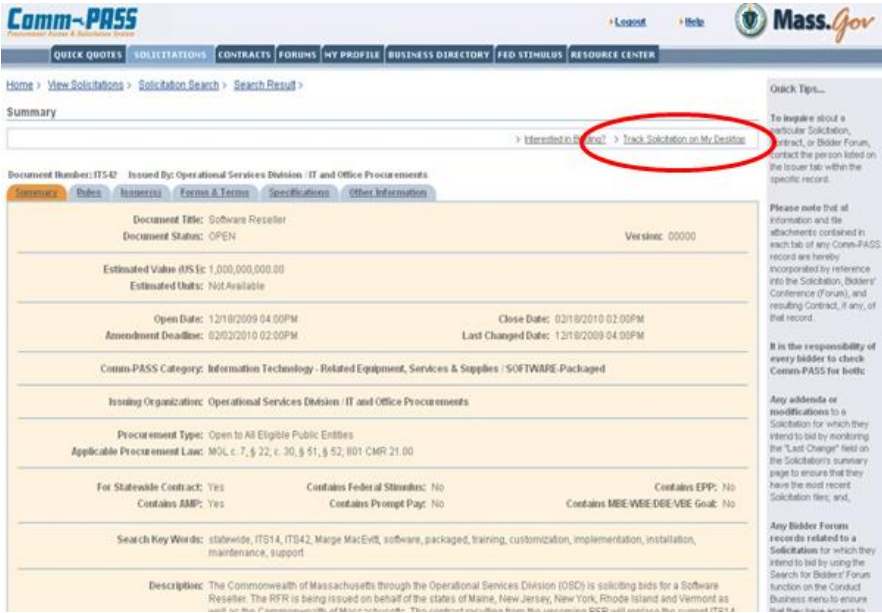
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Step	Screenshot	Directions
3		<p>Select the By Category/Subcategory link.</p>
4		<p>Select a Category by clicking on the corresponding Checkmark box in the right hand column.</p>

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Step	Screenshot	Directions
5		<p>Select a Subcategory by clicking on the corresponding Checkmark box in the right hand column.</p>
6		<p>Category/Subcategory results for Open Solicitations will display. Select the Eyeglass icon in the right column to view the record.</p>

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Step	Screenshot	Directions
7	 <p>The screenshot shows the Comm-PASS website interface. The 'Track Solicitation on My Desktop' link is circled in red in the top right corner of the document details section. The document details include: Document Title: Software Reseller, Document Status: OPEN, Version: 00000, Estimated Value: \$1,000,000,000.00, Open Date: 12/18/2009 04:00PM, Close Date: 02/18/2010 02:00PM, and Issuing Organization: Operational Services Division / IT and Office Procurements.</p>	<p>You can track any Open Solicitation on your Desktop when you are logged in by selecting the Track Solicitation on My Desktop link in the top right hand corner of the record.</p> <p>See Job Aid: How to Read an Open Solicitation for understanding how to read the Open Solicitation Record.</p>